



DELAWARE WORKFORCE INVESTMENT BOARD

Executive Committee Meeting

Junior Achievement of Delaware

522 S. Walnut Street - Wilmington, DE

Tuesday - September 17, 2013

9:00 a.m.

Attendees: Chairman - Gary Stockbridge, Vice-Chair - Jeff Bross, John Chrzanowski, George Krupanski, Hon. John McMahon.

DOL Staff: Diane Brooks, Stacy Laing, Eileen Michelinie, Lori Reeder, Tom Smith,

DWIB Staff: Gwen Jones, Bill Potter, Monnica May, Julia Hayward

Call for Quorum - Quorum achieved

Approval of minutes: Motion made by Chairman, Gary Stockbridge to approve the minutes of June 18, 2013. Seconded by John Chrzanowski. All in favor. Motion carried.

Youth Council - Chairman, George Krupanski reported. We continue to move forth on strategic issues discussed in Youth Council meetings. Our goal is to increase engagement of Delaware youth in career development opportunities. The intent is to capitalize on what is already working well to avoid duplication – assess what youth-friendly sites currently exists, identify which sites are most successful and why; examine the membership of the youth council to increase business and community involvement.

The trip to the Anne Arundel, Maryland Youth One-Stop was taken to provide first hand insight into the effort that begun there. Of particular interest was an interactive software tool they developed around many of the soft skills necessary for young people to succeed in the world of employment. The software was graciously offered to our youth as well without any cost. If we were to pursue establishing a Youth One Stop it seems advisable that we identify commonalities that a Youth One-Stop would have. This would obviously include specific hardware, facility and room space, various employment resources and tools, etc. Another critical component would be to seek the opinion of young people themselves. In this regard we will be conducting a few focus group sessions of young people with some of our youth service providers.

We continue work on the Youth Scholarship funding, seeking counsel from our Deputy Attorney General. We hope to begin the scholarship fund through Delaware Foundation. We are looking at other states that have setup youth scholarship funds. George will provide more detail at the Board meeting.

Performance Measures - Lori Reeder reported in the absence of Chairman, Jeff Bross, who arrived late. We met or exceeded seven of our measures. We also met 80% of our dislocated workers average earnings measures. The negotiated performance level set at 17,089 was met at 80% which is 16,610. The literacy/numeracy gain measure was also met at 80%. The negotiated performance level is 65% and we met the measure at 63%. A total of seven measures at 100% and two at 80% is still very close. Bill Potter is currently working on the Annual Report which is usually done this time of year. Those numbers are exactly the same as last year. Lori briefly provided a summary and narrative regarding the customer survey.

Proposal Review and Certification Committee - Chairman John Chrzanowski reported. The Proposal Review and Certification Committee met on August 13th to review the recommended Certified Provider training list for the New Year. Bill Potter did a labor market presentation discussing the return on investment for programs from last year. The committee voted on programs submitted. Jim Randall requested the spreadsheet be sorted by program and completion percentages to provide a comparison.

Rachel Gold attended to talk with the committee on strategic goal work being done around career pathways or career ladders. In short - career ladders are being developed to help people visualize and learn about the job options that are available as they progress through a career. Career ladders are being developed for retail, banking, hospitality, food service and manufacturing.

Each year we try to discuss issues/concerns from the previous Request for Funding (RFP) cycle and how to improve the process. This year several awardees returned or declined their awards. Discussion centered on whether or not to go back to the table to find out if remaining funds could be given to awardees to assist with those programs that have already been funded. The committee agreed to check in with Gary to see what his recommendation might be. The committee recommended that the funds be rolled back into the funding stream and develop a contingency process to avoid this in the future. Gary supported the committee recommendation because there is no pre-established policy or guideline in place. John Chrzanowski made a motion to follow committee recommendations, seconded by Jeff Bross. All in favor. Motion carried.

Financial Oversight - Diane Brooks reported in the absence of Chairman Ralph Cetrulo. The DWIB is under budget in all categories. Gwen Jones, Diane Brooks and Ralph Cetrulo will meet next week to review the entire budget for the New Year prior to presenting a full report. It was noted that the budget will level out once all expenses have been paid out. A full budget report will be available at the next Board of Directors meeting. The Division of Employment & Training budget is slow tracking. The ITAs and the Youth/Blue Collar contracts were discussed in regards to allocations and performance.

Chairman's Report

Strategic Planning Update - Chairman, Gary Stockbridge reported. Gary provided a more detailed report on strategic planning goals. Along with Sec. McMahon, met with the Governor's office which included, where we are already, vs. where the contractor Public Works fits in. We were successful in providing the 22 action items from government management to ensure we are on the same page, identifying building blocks, key milestones and commonalities. When will these be achieved? What is our vision for the next 3 years? Who wants to facilitate? Gary suggested putting a list together under each goal, indicating when that particular goal is expected to be completed and place where goal committees can access the valuable information. A second page would include what needs to be moved up and some of the things needed to be done to move them up; what would we need to accelerate it; training needs or education needs? This will provide a specific agenda and the number of meetings needed per year to prepare for a state-of-the-art State. Gary spoke briefly on Career Cruising indicating there is no leadership where it stands right now. Gwen will schedule a meeting with Mark Murphy and Gary to discuss.

Newly Appointed DWIB Members - Gary read the names of new board members from their appointee letters. They will be invited to attend the next board meeting.

New Branding Requirements – Tom Smith reported. The Federal government has issued a Training and Employment Guidance Letter No. 21-11 (TEGL) that State Workforce Investment Act (WIA) grantees are encouraged to adopt the use of the America Job Center brand for their physical One-Stop Career Centers and online tools. This TEGL instructs participating states on what they must submit to ETA on their plans to implement the brand.

DJL Update - Stacy Laing reported. The Delaware JobLink (DJL) is a free job matching and workforce information service for job seekers. DJL is the portal to services offered through the Delaware Department of Labor, Division of Employment and Training and our One-Stop partners. The Labor Department's support to the residents and businesses of Delaware is continually updated to meet the changing needs of all sectors of Delaware's workforce. Many challenges are met daily as the Department utilizes state-of-the-art technology and a well-trained customer service oriented staff to better serve and support the needs of all of Delaware's employees and employers. The DJL is a web based online network system that provides access, for both employers and job seekers, to a full range of workforce information.

The DJL Job Seeker account provides the ability to:

- Conduct a Job Search
- Job Search using Job Spidering
- Build an on-line Resume
- Research Career Information
- Register with Job Service
- Receive emails on new job openings

Stacy indicated the four ongoing projects include updating the job order portal, a self-service shopping cart, embedding video clips and skill category upgrades.

DWIB Update – Gwen Jones reported. It is important for the Board of Directors to understand what our partners do in order to support their efforts and hopefully develop stronger partnerships to work on important goals and initiatives for Delaware's future. The forum theme, "A Focus on Partners" will be held during the next quarterly board meeting on October 22, 2013. Delaware partners will each provide a 3-5 minute overview of their organization followed by discussion and Q&A. The day will begin at 9 a.m. and conclude at 2:30 p.m.

The DWIB annual report is due to the U.S. DOL on October 1, 2013. Bill Potter is diligently working on the report and will be submitted on or before October 1st.

Old Business - None

New Business - None

Meeting adjourned @ 10:07 a.m.